



EMERGENCY ACTION PLAN FOR CLASS I, CLASS II AND CLASS III IMPOUNDING STRUCTURES

Reference: Impounding Structure Regulations, 4VAC52-20-00 et seq., Virginia Soil and Water Conservation Board

1. Name of Impounding Structure: _____
Inventory Number: _____
Other Name (if any): _____

2. Hazard Potential Classification from Table I, Virginia Dam Safety Regulations:
Class I Class II Class III (Underline One)

3. Name of Owner: _____
Address: _____
Telephone: (Business)(_____) _____ (Residential)(_____) _____

4. Name of Dam Operator: _____
Address: _____
Telephone: (Business)(_____) _____ (Residential)(_____) _____

Name of Alternate Operator: _____
Telephone: (Business)(_____) _____ (Residential)(_____) _____

5. Name of Rainfall or Staff Gage Observer for Dam: _____
Address: _____
Telephone: (Business)(_____) _____ (Residential)(_____) _____

Name of Alternate Observer: _____
Telephone: (Business)(_____) _____ (Residential)(_____) _____

6. 24-Hour Dispatch Center Nearest Dam-Police/Fire/Sheriff's

Departments: _____

Address: _____

Telephone: (Business)(_____) _____ (Residential)(_____) _____

7. Name of City/County Emergency Services Coordinator(s): _____

Address: _____

Telephone: (Business)(_____) _____ (Residential)(_____) _____

8. Name, address and telephone number of all occupied dwellings that would be affected in the event of a dam failure, and/or inundation mapping of affected areas.

Name

Address

Telephone Number

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

9. Name, address and telephone numbers of owners of all commercial or recreational establishments that would be affected in the event of dam failure, and/or an inundation mapping of affected areas.

Name	Address	Telephone Number

10. Name, address and telephone number of owners of property, land and unoccupied buildings that would be affected in the event of a dam failure, and/or an inundation mapping of the affected area.

Name	Address	Telephone Number

11. If there are public roads downstream from the impounding structure, identify by highway number and distance below dam:

Route # _____, _____ Miles; Route # _____, _____ Miles;
Route # _____, _____ Miles; Route # _____, _____ Miles.

Provide name of resident engineer, VA Dept. of Transportation, (or City/County engineer)

Address: _____

Telephone: (Business)(_____) _____ (Residential)(_____) _____

NOTE: Items 12 and 13 should be provided from the Operation and Maintenance Application.

Definitions:

Stage I Condition – A flood watch, or heavy continuous rain or excessive flow of water from ice or snow melt.

Stage II Condition – A flood warning; or emergency spillway activated or dam overtopping/ breach may be possible.

Stage III Condition – Emergency spillway activated, dam overtopping or imminent failure is probable.

12. Amount of rainfall that will initiate a:

Stage II Condition	_____ inches per 6 hrs.
	_____ inches per 12 hrs.
	_____ inches per 24 hrs.
Stage III Condition	_____ inches per 6 hrs.
	_____ inches per 12 hrs.
	_____ inches per 24 hrs.

And/or the amount of flow in the emergency spillway that will initiate a:

Stage II Condition	_____ feet (depth of flow)
Stage III Condition	_____ feet (depth of flow)

Total depth of emergency spillway available before crest of dam is overtopped:
_____ feet.

13. Frequency of observations by rainfall/staff gage observer during a:

Stage I Condition _____ Stage II _____

Stage III _____ (recommend continuous)

Please identify access route and means of travel during flood conditions.

Note: It is recommended that the Observer remain on post until pool elevation starts to recede.

14. Surveillance and Notification

- a. The dam owner/operator **IS RESPONSIBLE** for notifying local government of any problem or potential problem at the dam site.
- b. The dam owner/operator **WILL INITIATE** dam surveillance under Stage I conditions, ie, when a flood watch is issued.
- c. The dam owner/operator **WILL NOTIFY** the 24-hour dispatch center and the local Emergency Services Coordinator when Stage II conditions are met in order to alert them to review actions that may be required for the safety and protection of people and property.
- d. The dam owner/operator **WILL NOTIFY** the 24-hour dispatch center and the local Emergency Services Coordinator to initiate warning of residents when Stage III conditions or imminent dam failure are probable.
- e. The owner/operator **WILL BE RESPONSIBLE** for operating such devices as spillway gates and low level outlets such as to cause the dam to function effectively. Attach narrative if required.
- f. 24-hour dispatch center should prepare Standard Operating Procedures (SOP's) to implement dam overtopping/failure evacuation plans.

15. Evacuation Procedures:

Note: The dam owner/operator should notify the City/County 24-hour Dispatch Center, as required in paragraph 14d above. Phone # should be listed in [a (1)].

Note: Once the local government has been notified of any problem at a dam site, it should take appropriate protective measures in accordance with the local Emergency Operations Plan and accompanying Emergency Action Plan and Standing Operations Procedures. Other local government actions might include:

- (1) Notify the individuals who are directly downstream and in immediate danger. A list of the names, addresses, and telephone numbers of these individuals should be listed in [a (2)].
- (2) Monitoring the situation and, if time permits, review of evacuation plans.
- (3) Begin Alert, Notification, and Warning
- (4) Immediately evacuating the inundation areas, if conditions warrant.
- (5) Expanding Direction and Control as well as beginning Emergency Public Information and operating shelters.
- (6) Provide Situation Reports to the State Emergency Operations Center (804-674-2400 or 800-468-8892)

- a. Once the local government has been notified of a condition requiring evacuation, the dam owner/operator and local government are mutually responsible for effecting evacuation.

(1) The dam owner/operator will: _____

(2) Local government will: _____

Individuals who are directly downstream and in immediate danger include:

NAME	ADDRESS	TELEPHONE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- b. Methods for notification and warning to evacuate include:

Check appropriate method(s)

- | | |
|-------|--|
| _____ | (1) Telephone |
| _____ | (2) Police/fire/sheriff radio dispatch vehicles with loudspeakers, bullhorns, etc. |
| _____ | (3) Personal runners for door-to-door alerting |
| _____ | (4) Radio/television broadcasts for area involved |

16. Certification of Coordination between Owner/Operator and Local Government

Certification by Owner/Operator

I certify that procedures for implementation of this plan have been coordinated with

_____ (City/County) and the local Emergency Services Coordinator.

Also, that a copy of this Form has been filed with the State Department of Emergency Management; that this plan shall be adhered to during the life of the project; and that the information contained herein is current and correct to the best of my knowledge.

(Signature of Owner/Operator)

This _____ day of _____, 20_____.

Printed Name _____

Certification by Local Government

I certify that procedures for the warning and evacuation of _____

(City/County) residents as required in the event of actual or impending failure of the

_____ (name of dam) have been coordinated with the dam owner/operator.

(Signature of City/County Official)

This _____ day of _____, 20_____.

Printed Name _____

Position _____

Please fill out and mail to:

Virginia Department of Emergency Management
Emergency Services
10501 Trade Ct.
Richmond, Virginia 23236-3713

Dept. of Conservation and Recreation
Division of Dam Safety
203 Governor Street
Richmond, Virginia 23219-2094

EMERGENCY ACTION PLAN WORK/DATA SHEET

1. Name of Impounding Structure: _____
2. Inventory #: _____ Other Name (if any): _____
3. Total Height: _____ feet (Measured vertically from top of structure to streambed at downstream toe).
4. Total Impoundment Capacity at top of structure: _____ acre-feet.
5. Size Classification (Circle one): Large Medium Small
6. Hazard Classification (Circle one): Class I Class II Class III
7. Spillway Design (Circle one): PMF ½PMF 100-YR 50-YR
8. Downstream Inundation Area determined by (Mark one):
_____ (1) Judgement
_____ (2) Empirical Formulas Type used: _____
_____ (3) Computer Programs Type used: _____
9. Critical Conditions used for structure failure (Mark one):
_____ (1) Failure due to overtopping using:
 _____ PMF
 _____ % PMF
 _____ 100-YR
 _____ Other
_____ (2) Failure not due to flooding
 Describe: _____

